

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 33-116

1 MAY 1998



**AIR FORCE MATERIEL COMMAND
Supplement 1**

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Communications and Information

**LONG-HAUL TELECOMMUNICATIONS
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*. It describes the procedures for acquiring, processing, and managing Air Force long-haul telecommunications assets in accordance with the Defense Information Systems Agency (DISA) circulars and documents referenced in [Attachment 1](#). Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/XPPX), 203 West Losey Street, Room 1060, Scott AFB IL 62225-5233, through appropriate channels, using Air Force Form 847, **Recommendation for Change of Publication**, with an information copy to HQ AFCA/XPLP, 203 W Losey Street, Rm. 3070, Scott AFB IL 62225-5234. Refer to [Attachment 1](#) for a Glossary of References and Supporting Information.

(AFMC) This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. This supplement contains guidelines and procedures for managing long-haul telecommunications under AFMC jurisdiction. It is recommended that each base communications and information systems officer (CSO) develop a supplement to outline local procedures for managing long-haul telecommunications. Base supplements can add to but not take away from the AFI and MAJCOM supplement.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction updates office symbols, adds new terminology, refines responsibilities, and adds policy and procedures for International Maritime Satellite (INMARSAT) requirements.

(AFMC) This is the third publication of AFI 33-116/AFMC Sup 1. Changes required due to revision of basic AFI.

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1. Long-Haul Telecommunications. In accordance with Department of Defense (DoD) policy, DISA is responsible for obtaining and managing long-haul telecommunications services, facilities, and equipment for DoD. MAJCOMs, FOAs, and DRUs obtain commercial long-haul telecommunications through DISA according to DISA circulars and Defense Information Systems Network (DISN), and DISN Service Center (DSC) notices.

1. (AFMC) AFMC units must obtain all long-haul telecommunications through the procedures in this instruction. All long-haul communications will be requested using a feeder request for service (RFS). Feeder RFSs will be sent via email to: hqafmc.sc.afmcrfs@wpafb.af.mil.

2. Responsibilities.

2.1. Headquarters Air Force Communications Agency is the primary Air Force interface with DISA and General Services Administration (GSA) concerning managing, acquiring, and purchasing commercial long-haul telecommunications services, facilities, and equipment.

2.2. The Long-Haul Communications Resources Division (HQ AFCA/XPL) serves as the primary Air Force interface to manage Air Force purchases from the Defense Working Capital Fund Communications Information Services Activity (DWCF-CISA).

2.2.1. Programs and budgets for Air Force common user requirements. This includes the current systems of Defense Switched Network (DSN), Non-secure Internet Protocol Router Network

(NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) access, DoD Red Switch, and Automatic Digital Network (AUTODIN).

2.2.2. Executes MAJCOM fenced programs under MAJCOM direction.

2.2.3. Manages and documents financial, command, and program relationship through Program Designator Codes (PDC) for purchases from the DWCF-CISA.

2.2.4. Serves as the primary Air Force interface with DISA and GSA concerning managing and acquiring commercial long-haul telecommunication systems, equipment, and services. Serves as the corporate Air Force expert in acquiring long-haul telecommunication systems, equipment, and services through DISA or GSA.

2.2.4.1. Provides policy and procedural guidance to MAJCOMs, FOAs, and DRUs to manage and acquire commercial long-haul telecommunications.

2.2.4.1.1. Takes action, as required, to ensure MAJCOM conforms with governing Air Force, DISA, DoD, and other regulations, instructions, and procedures concerning managing and acquiring commercial long-haul telecommunications.

2.2.4.2. Meets and coordinates with DISA, GSA, commercial vendors and/or Air Force users to resolve management, acquisition, or technical issues relating to commercial long-haul telecommunication systems, equipment, and services. Identifies problem areas, facilitates solutions, and requests changes or improvements to the Air Force, DISA, DoD, or federal long-haul telecommunication processes.

2.2.4.3. Represents the Air Force in civilian, government-wide, DoD, Joint Chiefs of Staff (JCS), MAJCOM, FOA, DRU, and joint agency meetings, conferences, workshops, and surveys regarding commercial long-haul telecommunications.

2.2.4.3.1. Represents the Air Force in joint government-wide and DoD procurements that include Air Force commercial telecommunications requirements. Establishes and provides the Air Force requirement in the joint procurement. Participates in evaluation panels.

2.2.4.4. Reviews and evaluates technical documents for impact on Air Force long-haul services, projects, or networks. Identifies impact and provides recommendations or solutions.

2.2.4.5. Develops or reviews acquisition documents including statements of work, technical performance specifications, and other acquisition related or technical documents for submittal to the contracting office. Prepares reports and comments as required.

2.2.4.5.1. Serves as the primary Air Force office to submit to DISA or GSA new Air Force requirements or requests for changes to existing acquisitions.

2.2.4.5.2. Reviews draft acquisition documents (Request for Proposal, Request for Information, etc.) in joint DoD or government-wide procurements for accuracy, inclusion of Air Force requirements, and impact on existing services. Provides comments and recommendations. Represents corporate Air Force point of view.

2.2.4.6. Reviews reports, monitors, or participates in inspections, surveys, audits, studies, and investigations of Air Force long-haul telecommunication programs, projects, or services by external organizations. Coordinates, develops, and provides an input to Headquarters Air

Force Communications and Information Center (HQ AFCIC/SYNT) for a formal Air Force response.

2.2.4.7. Performs as Air Force lead for the transition of expiring or existing joint commercial long-haul telecommunication systems, circuits, equipment, and services to new joint contracted systems, circuits, equipment, or services.

2.2.4.7.1. Acts as the primary Air Force representative on DISA or government-wide transition teams.

2.2.4.7.2. Coordinates transition related activities with DISA, Air Force, and contractors.

2.3. MAJCOM Circuit Management Office.

2.3.1. Assists subordinate organizations in the preparation of a feeder request for service (FRFS) according to DISA Circular 310-130-1, *Submission of Telecommunications Service Requests*, and DISA DSC notices as needed.

2.3.2. Reviews and validates all FRFSs for long-haul telecommunications services made by subordinate organizations and makes sure the requests properly include:

2.3.2.1. The directive stating the need for long-haul services and authorizing the acquisition.

2.3.2.2. The host nation approval (HNA) and connection approval (CA), when applicable.

2.3.2.3. Review and evaluate for approval of request for leasing services, where lowest total overall cost is more advantageous to the government.

2.3.2.4. Previous Chairman of the Joint Chiefs of Staff Instruction (CJCSI) or memorandum of policy (MOP) approvals, if needed.

2.3.3. Validates any special considerations identified by subordinate units, such as diversity, avoidance, redundancy, and survivability.

2.3.4. Prepares and submits requests for service (RFS) using telecommunication service request editor (TSRE) to expedite processing. This ensures correct formats are specified in DISA Circular 310-130-1 and DISA DSC notices for all approved long-haul telecommunication requirements.

2.3.5. Makes sure data requirements are entered into the user requirements data base (URDB) before submitting RFSs for NIPRNET or SIPRNET access.

2.3.6. Makes sure all requests for military satellite service are approved according to the Chairman of the Joint Chiefs of Staff (CJCS) MOP 37, *Policy on Military Satellite Telecommunications Systems*, and entered into the Military Satellite Office URDB.

2.3.7. Programs, allocates, and oversees command-funded requirements consistent with Air Force Instructions (AFI) 65-601, Vol. 1, *Budget Guidance and Procedures*; 65-601 Vol. 2, *Budget Management for Operations*.

2.3.8. According to current Air Force Acquisition Policy 95A-007, *Reporting of Nunn-Warner Exempted Federal Information Processing (FIP) Resource Acquisitions*, 24 Apr 95, makes sure the Warner exemption status is determined and documented for each long-haul telecommunication requirement.

2.3.9. Completes biennial reviews and revalidation of Defense Information Technology Contracting Office (DITCO)-leased, non-DITCO foreign-leased and government-owned long-haul telecommunications according to DISA DSC procedures.

2.3.10. Makes sure all requests for DSN service are approved according to CJCSI 6215.01, *Policy for the Defense Switched Network*.

2.3.11. Provides telecommunications service priority (TSP) justification to support National Communications System (NCS) approval for requested TSP as specified in DISA Circular 310-130-1 and 310-130-4, *Defense User's Guide to the Telecommunications Service Priority System*.

2.3.12. Maintains an updated list of authorized national security/emergency preparedness (NS/EP) individuals for the command and sends a copy to the NCS manager and the servicing DISA provisioning agency.

2.3.13. Establishes internal controls to include file management and status tracking (open actions, contract expiration dates, TSP renewal, etc.) and makes sure long-haul telecommunications assets are continually reviewed and validated. Initiates action to ensure services identified by DSC are re-awarded or discontinued before they expire.

2.3.14. Ensures subordinate units consistently submit completion reports (Delayed Service, Exception, or In-effect) within five days of telecommunications service order (TSO) or status of acquisition message (SAM) service date.

2.4. Telecommunications Managers At All Levels.

2.4.1. Oversee internal controls to make sure both existing and new long-haul telecommunications are necessary to support mission requirements.

2.4.2. Acquire and maintain all services as economically as operational requirements and DoD policy allow.

2.4.3. Discontinue any unnecessary service immediately when missions change, bases close, etc.

2.4.4. Review and revalidate all long-haul telecommunications services biennially to ensure essentiality of the service and equipment to meet mission needs. The DISA DSC provides a list of telecommunications services and equipment with instructions for completing the review and revalidation. In general, validate all services and equipment against one of these criteria:

2.4.4.1. Essential for the user's mission.

2.4.4.2. Necessary to meet mission needs, but the data listed is not accurate. User must correct the list and submit an RFS to the funding MAJCOM, FOA, or DRU to correct the errors, as specified in DISA Circular 310-130-1.

2.4.4.3. No longer need the service to support a valid mission. User must submit an RFS to discontinue the service.

2.4.5. Prepare orders using TSRE.

2.4.6. Ensure maximum use of common user systems, such as NIPRNET and SIPRNET access routers, to prevent duplication and conserve communications funding.

2.5. Circuit History Folders.

2.5.1. The RFS-initiating agency, the circuit control office or circuit management office (CMO), the validating MAJCOM office, and the DISA DSC must maintain paper or automated circuit history folders for all active circuits, trunks, and equipment. As applicable, these circuit history folders must contain the following documents:

2.5.1.1. Approval document or the cross reference to the source document for the requirement.

2.5.1.2. RFS, telecommunications service request (TSR), TSO, circuit demand (CD), and SAM.

2.5.1.3. Completion reports.

2.5.1.4. DD Form 1367, **Commercial Communication Work Order**.

2.5.1.5. DD Form 1368, **Modified Use of Leased Communication Facilities**.

2.5.1.6. Switch revision notices.

2.5.1.7. Circuit demands.

2.5.1.8. Review and revalidation documentation, or cross reference to the documentation.

2.5.1.9. Warner exemption documentation.

2.5.1.10. DD Form 1697, **Circuit Parameter Test Data**.

2.5.1.11. Status Acquisition Message.

2.5.1.12. Copy(s) of quality control testing waiver request and approvals.

2.5.2. Prepare orders using TSRE.

2.5.3. Ensure maximum use of common user systems, such as NIPRNET and SIPRNET access routers, to prevent duplication and conserve communications funding.

3. Procedures for Ordering Telecommunications Service.

3.1. General Procedures - RFS.

3.1.1. The initiating agency, usually a field unit, prepares FRFS in the format specified in DISA Circular 310-130-1, and DISA DSC notices and submits to responsible MAJCOM, FOA, or DRU. The responsible MAJCOM, FOA, or DRU determines the PDC. Agencies should begin tracking and managing the requirement from the initial submission. Give special attention to the RFS items in [Attachment 2](#).

3.1.1. (AFMC) Field units must ensure they have an AFMC approved/funded requirement for all requests that will utilize AFMC long-haul funds. The AFMC approved requirement number will be cited in item 417 of the feeder RFS.

3.1.2. MAJCOM, FOA, or DRU sends the validated RFS via AUTODIN/DMS/E-mail to the responsible DISA DSC for further action. The geographical location of the service determines which DISA office should process. The exception to this process is for DISN Data Services (see paragraph 3.2.2). For DISN Data Service, send the validated centrally funded FRFS to Air Force Systems Networking (AFSN) Headquarters Standard System Group (HQ SSG/SINR.) HQ SSG/

SINR provides a HQ AFCA PDC, creates the RFS, and sends it to the appropriate responsible DISA provisioning agency.

3.1.3. The appropriate DISA office creates a TSR from the RFS and sends it for further action.

3.1.4. The DISA/DSC creates a TSO from the TSR and sends it to DITCO or other agency, depending on service requested, for further action. The TSO assigns the lifetime circuit identifier known as the command communications service designator.

3.1.5. DITCO creates a SAM or CD from the TSO or TSR and send to all addressees listed in the TSO or TSR. The SAMs and CDs announce the stage of acquisition for the RFS/TSR and assigns the communications service authorization (CSA).

3.1.6. The organization assigned to accept the service submits the appropriate completion reports in the format specified in DISA Circular 310-130-1. The responsible organization is listed in the TSO. See paragraph 5 for further discussion of accepting service and completion reports.

3.1.7. In addition to service requests using the RFS/TSR process, using organizations can place equipment orders on the DITCO indefinite delivery or indefinite quantity contracts. See DISA DITCO Circular 350-135-1, *Commercial Communications, Defense Commercial Communications Acquisition Procedures*, and DISA provisioning activity notices for ordering procedures. With the DISA provisioning activity not directly involved in this ordering process, the MAJCOM, FOA, or DRU must establish internal controls to manage these orders and acquisitions.

3.1.7. (AFMC) Information copies of all requests to order equipment on Defense Information Technology Contracting Office indefinite delivery or indefinite quantity contracts must be sent to AFMC CSO/SCSC.

3.1.8. Some local moves and rearrangements of government-owned equipment do not require submitting a RFS. Those are ones that do not change existing type or grade of service, end equipment or interfaces, or TSP. Use the DD Form 1367, for local moves and minor rearrangements of leased equipment within contractual, financial, and administrative limitations not exceeding maximum CSA limits. Submit an RFS for rearrangements or moves needing engineering assistance or causing circuit file updates.

3.1.8. (AFMC) Information copies of all DD Form 1367s, **Commercial Communications Work Order**, for local moves and minor rearrangements of leased services meeting the criteria of this paragraph should be sent to AFMC/CSO/SCSC.

3.2. System Specific Procedures.

3.2.1. Defense Switched Network.

3.2.1.1. MAJCOMs submit RFSs for DSN requirements through the servicing DISA DSC to the DISA DSN single system manager (SSM) office. The SSM manages and centrally funds DSN access lines from the user location to the switching node. However, the DISA DSC, via common-user funds, reimburses the DWCF-CISA through DITCO-managed summary telecommunications service authorizations. DITCO assigns summary CSAs for calling precedence capability and outward traffic minutes of capability.

3.2.1.2. MAJCOMs submit the CJCSI 6215.01 requests for either continental United States (CONUS) or outside the continental United States service to the Air Force DSN network managers (DSN-NM) at HQ AFCA/GCLV. MAJCOMs send information copies of the CJCSI

6215.01 requests they approve to HQ AFCIC/SYOA DISA DSC, and the commander-in-chief (CINC) of the overseas area, as applicable (USCINCPAC/J62, for Pacific requirements, and USCINCEUR/ECJ6-DD, for Europe requirements). The Air Force DSN-NM reviews the request, accomplishes any required coordination, and sends an approval/disapproval recommendation to HQ AFCIC/SYOA.

3.2.1.2. (AFMC) Field units will identify their requirements for additional DSN service to AFMC CSO/SCSC using an approved requirements document and CJCSI 6215.01.

3.2.1.3. MAJCOMs send the CJCSI 6215.01 requests for connection to a Pacific or European DSN switch to the appropriate CINC for approval, with information copies to HQ AFCIC/SYOA the servicing DISA DSC, and the Air Force DSN-NM.

3.2.1.4. Following CJCSI 6215.01 approval, MAJCOMs submit the RFSs to the servicing DISA provisioning activity. Do not provide information copies to the other CJCSI addressees. Refer to the date/time group of the CJCSI 6215.01 approval message in RFS Item 417.

3.2.2. DISN Data Services.

3.2.2.1. Air Force Systems Networking. The AFSN program office is responsible for the management of Air Force Service Delivery Points (SDPs) that give Air Force systems access to the DISN. These SDPs are directly connected to NIPRNET (unclassified) or SIPRNET (SECRET) DISA-managed internet protocol router networks.

3.2.2.1. (AFMC) In accordance with ASD(C3I) policy, 22 Aug 99 and supporting AFMC memorandum, 13 Oct 99, Unclassified but Sensitive Internet Protocol Router Network (NIPR-Net) is the only approved internet access provider. All unauthorized direct connectivity to the internet must be terminated and connectivity established via NIPRNet.

3.2.2.2. Unclassified and SECRET-Level Requirements. It is Air Force policy to connect all users to base local area networks (LAN). Base LANs are directly connected to a base-level Service Delivery Points (SDP), then connected to the wide area SDP controlled by AFSN. Requirements not supported by the base LANs may connect directly to a wide area SDP. AFSN also addresses dial-up requirements.

3.2.2.2.1. Base LAN requirements processing. Customers located on Air Force installations should first contact the base communications squadron requirements personnel for a connection to the base LAN. If the requirement is not satisfied at the local level, customers should send it to their MAJCOM. After MAJCOM validation, send the requirement, under formal correspondence, to the AFSN program management office (PMO).

3.2.2.2.2. AFSN PMO requirements processing. Air Force customers complete a DISN Data Service Request for NIPRNET and SIPRNET SDP connections. Submit this form to the MAJCOM, with appropriate justification, for requirements validation purposes. After MAJCOM approval, send the request to AFSN PMO, HQ SSG/SINR.

3.2.2.2.2.1. The AFSN PMO registers the requirement and informs the customer of receipt and disposition. AFSN PMOs technically validate the requirement. Routine requirements are satisfied as soon as possible within existing resources. Special requirements or those with potential network-wide impact meet a Requirements Review Board and a Configuration Control Board to determine technical feasibility and solution options.

3.2.2.2.2.2. AFSN PMO validated requirements are allocated appropriate network resources and recorded in an AFSN PMO requirements database. AFSN PMO will then notify the customer, customer's MAJCOM, base MAJCOM, functional PMOs, and base-level SDP coordinators of resources allocated and implementation/installation actions required. Customer actions include but are not limited to:

3.2.2.2.2.2.1. Complete and submit an AF Form 3215, **C4 Systems Requirements Document** for local circuit action according to AFI 33-103, *Requirements Development Processing*.

3.2.2.2.2.2.2. Complete and submit a DISN Data Services requirements form to the AFSN PMO.

3.2.2.2.2.2.3. Complete and submit a FRS to the AFSN PMO for DISN circuit action.

3.2.2.2.2.2.4. Acquire modems, cabling, connectors, and encryption devices, as necessary, for user system connection.

3.2.2.2.2.2.5. Acquire appropriate user system/facility accreditation (SIPRNET).

3.2.2.2.2.2.6. Coordinate with AFSN PMO, base-level SDP coordinator, Air Force Internet Control Center (for unclassified systems), Air Force Network Operations Center (for SECRET systems) throughout the installation/implementation process.

3.2.2.2.3. DISN requirements processing. If DISN services are the solution to a customer's requirement, AFSN submits DISN Data Services Requirements according to DISA procedures and the DISN Services TSR Item Submission Matrix outlined in DISA Circular 310-130-1, Supplement 12, [Attachment 1](#) and [Attachment 2](#).

3.2.2.2.4. AFSN PMO dial-up processing. The AFSN PMO manages an unclassified dial-up capability called Remote Access Server (RAS). These servers are located at all major Air Force installations. Normally, these requirements are satisfied quickly by referring the customer to the base to get an account and for registration in a local database. The AFSN PMO or the base can provide the user appropriate dial-up numbers for the Air Force RAS systems on which they are registered.

3.2.2.2.4.1. DISA also manages an unclassified and classified dial-up capability. Refer requirements that are not supported by Air Force RAS to DISA. Access to DISA dial-up service is accomplished by submitting a DISA dial-up registration. The AFSN PMO is the designated service authority and must authorize access through the designation of local access authorities (LAAs), which are local communications units, and regional access authorities, which are MAJCOMs.

3.2.2.3. TOP SECRET SCI requirements: The AFSN PMO does not process TOP SECRET SCI requirements. These requirements are processed through MAJCOM Intel offices. Network connectivity is provided by the Joint Worldwide Intelligence Communications System.

3.2.3. Automatic Digital Network.

3.2.3.1. MAJCOMs submit RFSs for AUTODIN requirements to the servicing DISA provisioning activity office for TSR processing to DISA.

3.2.3.1.1. The DISA provisioning activity may recommend an AUTODIN Switching Center (ASC) in the TSR and designates the ASC if the requirement involves diverse routing, dual homing, or any other unique request. DISA has final approval authority.

3.2.3.1.2. Headquarters, Defense Intelligence Agency and the National Security Agency, Central Security Service, must approve Defense Special Security Communications Service requirements before the RFS or TSR is submitted.

3.2.4. Defense Red Switch Network (DRSN).

3.2.4.1. MAJCOMs must get all requests for DRSN service approved through the CJCSI 6215.01 process before submitting an RFS to the DISA DSC.

3.2.4.2. MAJCOMs submit the CJCSI 6215.01 approval requests for defense DRSN requirements to the Air Force Red Switch Manager at HQ AFCA/GCGN.

3.2.5. Federal Telecommunications System (FTS) 2000.

3.2.5.1. The Air Force uses FTS 2000 in the 50 states and US territories for direct-dial, long-distance telephone service, including 911, wide area telephone, and 800 service. The use of FTS 2000 does not apply to services the FTS 2000 contract does not cover, such as international service and Warner-exempted services. The Air Force also uses FTS 2000 to support other requirements according to DoD policy.

3.2.5.2. Process FTS 2000 requirements as specified in DISA Circular 310-130-1 and DISA DSC notices.

3.2.6. International Direct Distance Dialing (ID3).

3.2.6.1. The ID3 is a non-mandatory contract and is a replacement for the International Switched Voice Service contract.

3.2.6.2. To order ID3 services, follow the RFS/TSR process outlined in DISA Circular 310-130-1.

3.2.7. Defense Satellite Communications System (DSCS).

3.2.7.1. MAJCOMs must get all requests for satellite service approved through the CJCS MOP 37 process before submitting an RFS to the DISA DSC.

3.2.7.1.1. MAJCOMs submit the CJCS MOP 37 approval request for DSCS requirements through the CINCs.

3.2.7.1.2. The military satellite office enters all CINC-approved requirements into the Integrated Satellite Communications Data Base.

3.2.7.1.3. Show this number in RFS Item 151. For urgent requirements with no assigned control number, enter "NONE" in this item, and cite the approval correspondence in RFS Item 503, "Approval Document."

3.2.8. DISA Control Numbers (DCN).

3.2.8.1. DISA uses DCNs as unclassified project control numbers to manage exercise requirements. Obtain DCNs early for use and release to other exercise participants who submit exercise requirements.

3.2.8.1.1. MAJCOMs, FOAs, or DRUs submit requests for DCNs to the appropriate DISA provisioning activity. DCN requests must include the exercise name, the inclusive dates of exercise, and identify the request as JCS-or USAF-directed. Send a separate classified message to the DISA provisioning activity if using any classified information.

3.2.8.1.2. Submit DCN requests to:

3.2.8.1.2.1. DSC/DSC1, if a CONUS-based activity sponsors the exercise.

3.2.8.1.2.2. DISA DSC-EUR, if a European-based activity sponsors the exercise.

3.2.8.1.2.3. DISA DSC-PAC, if a Pacific-based activity sponsors the exercise.

3.2.9. International Maritime Satellite.

3.2.9.1. Management of INMARSAT Services and Equipment.

3.2.9.1.1. INMARSAT is a commercial communications system subject to international law and treaty. An INMARSAT terminal is a radio communications device using a satellite link to interface with terrestrial telephone systems or other INMARSAT terminals. Additional information about INMARSAT is found at <http://infosphere.safb.af.mil>.

3.2.9.1.2. CJCS MOP 37, applies to commercial satellite systems. INMARSAT service is user funded, both for the terminals and airtime usage, while approval authority is at the user's MAJCOM. HQ AFCA provides the necessary information to DISA to have the terminal listed in the Integrated Communications Data Base.

3.2.9.1.3. INMARSAT users must comply with all terms and conditions for utilization, as described in the application and letter of intent (See DISA DSC Notice 07-95, *International Maritime Satellite (INMARSAT) Terminal Contracts*, enclosure 7).

3.2.9.1.4. In accordance with the Manual of Regulations and Procedures for Federal Radio Frequency Management published by the National Telecommunications and Information Administration (Chapter 7.23), the federal users of commercial mobile satellite services shall use Federal Communications Commission (FCC) authorized service providers. This is currently the American Mobile Satellite Corporation. Exceptions apply to the following:

3.2.9.1.4.1. INMARSAT (A) terminals owned by the government.

3.2.9.1.4.2. Training use of earth terminals intended for deployment outside of the North American Continent.

3.2.9.1.4.3. The operational use of other INMARSAT land mobile (transportable) and airborne earth terminals used internationally for commercially offered services that switch between the international commercial service providers and FCC authorized service providers.

3.2.9.1.4.4. The operational use of other INMARSAT land mobile and airborne earth terminals for services that are not available from the FCC authorized service providers (such as Type 1 encryption and high-speed data).

3.2.9.1.4.5. When their use would not meet mission requirements, would cause unacceptable delays or disruption, or would cost more than using INMARSAT.

3.2.9.1.5. INMARSAT terminals are very expensive to operate. Use them only when no other system meets mission requirements. The user must ensure INMARSAT service provides the communications required considering the legal constraints and availability of service. No priority scheme is available and users of INMARSAT compete equally for satellite resources.

3.2.9.1.6. Users must follow instructions provided by the DITCO contracted service provider to ensure they use the correct earth station for service. Using incorrect earth stations incur higher cost, and the bill comes directly to the user.

3.2.9.1.7. Encrypt INMARSAT transmissions whenever possible through a Secure Telephone Unit (STU)-III. See AFI 33-209, *Operational Instruction for the Secure Telephone Unit (STU-III) Type 1 (FOUO)*, for guidance.

3.2.9.1.8. When utilizing the INMARSAT space segment, the user complies with the regulations governing the use of radio communications of the country in which the terminal is operating. If supporting a military deployment, contact the supported Unified Command's frequency management office for usage and STU-III policy. If operating independently (not supporting a military deployment), contact the frequency management office of the country in which the terminal is operating.

3.2.9.1.9. MAJCOMs and FOAs establish procedures to ensure the requested service meets mission requirements and is cost effective. As a minimum, the requester must submit an approval letter from his or her respective Communications-Information Systems Officer with the commissioning application as described in paragraph 3.2.9.2.6. Ensure procedures are established to verify INMARSAT bills as required by AFI 33-111, *Telephone Systems Management*.

3.2.9.2. Procedures for requesting INMARSAT land mobile earth stations equipment, services, and commissioning.

3.2.9.2.1. DITCO has a contract for the procurement of INMARSAT equipment and airtime at reduced rates for the DoD. USAF users purchase INMARSAT terminals and service from DITCO contracts or DITCO competitive bid. If using the DITCO contract causes a conflict with an existing contract, contact HQ AFCA/GCGS for resolution.

3.2.9.2.2. Process requirements to add, change, or delete INMARSAT service according to AFI 33-103 and major command supplemental procedures.

3.2.9.2.3. Upon approval of an AF Form 3215, contact DITCO/DTS21 for information on the equipment that is on the DITCO contract. Submit DD Form 448, **Military Interdepartmental Purchase Request** through your MAJCOM commercial communication office (CCO) to DITCO, DISA/DITCO/DA0-DE/DE, to purchase the equipment. You also can submit an RFS, but the fastest method is the DD Form 448. Submit RFSs to your MAJCOM CCO. See DISAC 310-130-1 for instructions on completing DD Form 448 and RFS.

3.2.9.2.4. When the contractor receives a delivery order from DITCO, the equipment contractor has five working days to provide the terminal serial number to the terminal point of contact (POC). The contractor also provides a commissioning application. The terminal POC has 30 calendar days to complete the commissioning application process when the

POC receives the terminal's serial numbers. The following is the commissioning process:

3.2.9.2.4.1. The POC receives the terminal serial number and application for commissioning from the DITCO contractor. The POC completes and sends the commissioning application and letter of intended use (see DISA DSC Notice 07-95, enclosure 8 for example of letter) to HQ AFCA/GCGS. (For INMARSAT applications and information, contact HQ AFCA/GCGS. HQ AFCA sends the properly completed application to communication satellite (COMSAT), the US INMARSAT service provider. The COMSAT, upon receipt of the application, sends the application to INMARSAT, who provides the terminal identification numbers (ID) to HQ AFCA, which, in-turn, provides it to the terminal POC. To commission the terminal, the terminal POC must provide this ID number to the terminal equipment provider. After the terminal equipment provider receives the ID number they have 30 calendar days to deliver the commissioned terminal. If the POC does not complete this process within 30 calendar days, the contractor reserves the right to ship the terminals uncommissioned. The user then would have to follow the commissioning instruction provided by the contractor.

3.2.9.2.5. When the user receives the ID numbers, the user submits an RFS through their MAJCOM CCO. The MAJCOM CCO submits a TSR to the appropriate DISA provisioning office to obtain requested service. See paragraph 3.1 for general procedures on RFS submission.

3.2.9.3. Special procedures for INMARSAT Aircraft Earth Stations.

3.2.9.3.1. Government applicants must request ID numbers (addresses) for military aircraft. Send a request, in the form of a letter, to AFCSC/SROC. The letter must include the following information:

3.2.9.3.1.1. Point of contact.

3.2.9.3.1.2. Identification of the aircraft (e.g., C-135, Boeing 747 etc.).

3.2.9.3.1.3. Aircraft tail number.

3.2.9.3.1.4. Name and address of the MAJCOM and the individual unit to which the aircraft is assigned.

3.2.9.3.1.5. Location where the aircraft is home-based.

3.2.9.3.2. The applicant can convert the number (the SSR Mode S Octal Code) into the required 24-digit binary code required on the application when the number is received.

3.2.9.3.3. User is billed directly at contractor's regular prices if the terminal is used before the DITCO contract service is in place.

4. Obtaining Telecommunications Service Priority and National Security/ Emergency Preparedness Communications Requirements.

4.1. Processing NS/EP requirements.

4.1.1. Use the procedures in this paragraph to ensure quick and smooth installation of NS/EP communications services. See [Attachment 3](#) for additional information on TSP and NS/EP.

4.1.1.1. Identify invoking officials, in writing, by name (not by position alone), to the TSP

program office and the appropriate DISA provisioning activity. For complete instructions, see NCS Directive 3-1, *Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NS/EP)*; DISA Circular 310-130-4, *Defense Users Guide to the Telecommunications Service Priority System*; and NCS Manual 3-1-1, *TSP Service User Manual*.

4.1.1.2. If you anticipate invoking NS/EP, contact the DSC Requirements Division Chief or the Network Management Operations Center. For requirements other than CONUS or inter-theater requirements, contact DISA DSC-EUR or DISA DSC-PAC.

4.1.1.2. (AFMC) If AFMC field units anticipate invoking NS/EP, call the AFMC CSO (AFMC CSO/SCSC, DSN 986-0767), during normal duty hours. Be prepared to discuss the rationale, and justify the need for NS/EP.

4.1.1.3. Prepare RFSs as specified in DISA Circular 310-130-1 and applicable DISA DSC notices.

4.1.1.4. The DISA DSC accepts an advance copy of the RFS via TELEFAX to allow the DISA DSC account manager to begin processing the requirement. MAJCOMs must immediately follow up with an operational immediate AUTODIN RFS message.

4.1.1.4.1. After DISA DSC gets the request, the DISA DSC account managers contact the MAJCOM POC to confirm receipt.

4.1.1.4.2. DISA DSC account managers process all NS/EP requirements as expeditiously as possible to meet the service dates. Process emergency NS/EP requirements immediately. Process essential NS/EP requirements after emergency NS/EP requirements and ahead of all other requirements.

4.2. Procedures for the TSP System:

4.2.1. Prepare the request for TSP assignment in the RFS format defined in DISA Circular 310-130-1, and send the request through the validating MAJCOM.

4.2.2. The MAJCOM sends the request to the DISA DSC for further processing.

4.2.3. The DISA DSC processes requests to the TSP program office and appropriate DISA agencies for TSP assignment.

4.2.4. The TSP program office confirms emergency or essential NS/EP provisioning under the TSP program within 24 hours. It confirms other TSP assignments within two weeks.

4.2.4.1. If the TSP program office downgrades your requirements to a lower restoration or provisioning priority, or denies them, it sends an explanation.

4.2.4.2. To appeal a denial of service to the TSP program office and the FCC, follow the procedures in NCS Manual 3-1-1.

4.2.5. To obtain TSP authorizations for telecommunications service (US carriers only) other than through the DISA/DITCO RFS/TSR process, use the Standard Form (SF) 315, **Telecommunications Service Priority (TSP) System Request for Service Users**, as specified in the NCS Manual 3-1-1.

4.2.5.1. To find the correct entries for SF 315 Parts 5, 6, 7A, B, and C, see DISA Circular 310-130-4.

- 4.2.5.2. To restore service, first complete Parts 6A and 6B, then Part 5, and Part 6C. In Part 7 find the “essential” provisioning using Chart 4.
- 4.2.5.3. Emergency provisioning must meet any criteria listed in DISA Circular 310-130-4.
- 4.2.5.4. The user or contracting office submits a SF 315 to the manager of NCS for TSP assignment. A reproducible SF 315 is included as Enclosure 5 of DISA Circular 310-130-4.
- 4.2.5.5. On receiving the TSP authorization code from the manager of NCS, the user or contracting office provides this information on a service order to the vendor.

5. Accepting Long-Haul Telecommunications Service.

5.1. Service is accepted by submitting a completion report. Completion reports consist of three types: delayed service report, exception report, and in-effect report.

5.1. (AFMC) The agency identified in item 409 in the TSR must submit the appropriate completion report as prescribed in DISA Circular 310-130-1.

5.2. Completion reports are submitted via AUTODIN for every TSO, unless otherwise specified in the TSO. In the case of a TSR for leased equipment only, a TSO is not issued, and a completion report is submitted as specified in the TSR. Send completion reports to the originator of the TSO/TSR and info all other addressees of the TSO/TSR.

5.2.1. The circuit control office or CMO designated in the TSO or TSR is responsible for submitting proper reports in a timely manner. All agencies directly involved with obtaining service should inform the circuit control office or CMO of status.

5.2.2. Submit completion reports by following the format provided in DISA Circular 310-130-1. DISA Circular 310-70-1, *DCS Technical Control*, may require additional reports.

5.3. The circuit control office or CMO coordinates with the commercial vendor at least five working days before the scheduled service date to confirm the date.

5.3.1. If the commercial vendor can't or doesn't meet the scheduled service date, the designated agency:

5.3.1.1. Issues a delayed service report as soon as it knows about the delay, but no later than 72 duty hours after the scheduled service date.

5.3.1.2. Tells the appropriate agency to submit an amended RFS as soon as possible if governmental causes force the delay.

5.3.1.3. Submits an amended RFS, adjusting the service date to coincide with the government's readiness to accept the service.

5.3.1.4. Verbally notifies the appropriate DISA provisioning activity of the delay if there is not enough time to submit an amended RFS.

5.3.1.5. Confirms the verbal notification with an amended RFS within 72 duty hours.

5.3.1.6. Contacts the appropriate DISA provisioning activity for instructions if governmental causes require delaying the service 30 days beyond the initial scheduled service date.

5.3.2. If the vendor installs service that deviates from the specifications of the TSR and TSO or the technical parameters of the applicable schedules, the circuit control office or CMO that accepts the service submits an exception report.

5.3.3. Submit an in-effect report within 72 duty hours of the service's installation. This final report indicates the installed service meets all details of the TSR and TSO and the technical parameters of the specified technical schedule. Clear all delayed service reports and exception reports with an in-effect report after any delays or exceptions are resolved.

5.4. Use the DD Form 1368 to inform DITCO about overtime use of leased circuits and equipment, to activate and deactivate standby circuits, and to report interruptions to services leased through DITCO. Reporting interruptions to leased services has two purposes:

5.4.1. To allow a monetary reimbursement for the unusable time of service.

5.4.2. To provide documentation to support substandard performance.

5.5. The agency designated in the TSO (TSR Item 418, if there's no TSO) submits DD Form 1368 as specified in DISA-DECCO Circular 350-135-1. You must send a copy of the DD Form 1368 and any other required report to the DISA DSC and DITCO as specified in applicable directives.

6. Forms Prescribed. This instruction prescribes DD Form 1367, **Commercial Communication Work Order** and SF 315, **Telecommunications Service Priority (TSP) System Request for Service Users**.

WILLIAM J. DONAHUE, Lt General, USAF
DCS/Communications and Information

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

CJCSI 6215.01, *Policy for the Defense Switched Network*

CJCS MOP 37, *Policy on Military Satellite Telecommunications Systems*

NCS Directive 3-1, *Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NS/EP)*

NCS Manual 3-1-1, *TSP Service User Manual*

DISA Circular 310-70-1, *DCS Technical Control*

DISA Circular 310-130-1, *Submission of Telecommunications Service Requests*

DISA Circular 310-130-4, *Defense User's Guide to the Telecommunications Service Priority System*

DISA-DITCO Circular 350-135-1, *Commercial Communications, Defense Commercial Communications Acquisition Procedures*

DISA DSC Notice 07-95, *International Maritime Satellite (INMARSAT) Terminals Contracts*

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 33-103, *Requirements Development Processing*

AFI 33-111, *Telephone Systems Management*

AFI 33-209, *Operational Instruction for the Secure Telephone Unit (STU-III) Type 1 (FOUO)*

AFI 65-601, Vol 1, *Budget Guidance and Procedures*

AFI 65-601, Vol 2, *Budget Management for Operations*

Air Force Acquisition Policy 95A-007, *Reporting of Nunn-Warner Exempted Federal Information Processing (FIP) Resource Acquisitions*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFSN—Air Force Systems Networking

ASC—AUTODIN Switching Center

AUTODIN—Automatic Digital Network

C4—Command, Control, Communications, and Computers

CA—Connection Approval

CD—Circuit Demand

CCO—Commercial Communications Office

CCSD—Command Communications Service Designator

CINC—Commander-in-Chief

CISA—Communications Information Services Activity

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

CJCS—Chairman of the Joint Chiefs of Staff

CMO—Circuit Management Office

COMSAT—Communication Satellite

CONUS—Continental United States

CPIWI—Customer Premise Inside Wire Installation

CSA—Communications Service Authorization

DCN—DISA Control Number

DISA—Defense Information Systems Agency

DSC-EUR—DISA DSC Europe

DSC-PAC—DISA DSC Pacific

DISN—Defense Information Systems Network

DITCO—Defense Information Technology Contracting Office

DoD—Department of Defense

DSC—DISN Service Center

DRSN—Defense Red Switch Network

DRU—Direct Reporting Unit

DSCS—Defense Satellite Communications System

DSN—Defense Switched Network

DSN-NM—DSN Network Managers

DWCF-CISA—Defense Working Capital Fund Communications Information Services Activity

FCC—Federal Communications Commission

FIP—Federal Information Processing

FOA—Field Operating Agency

FRFS—Feeder Request for Service

FTS—Federal Telecommunications System

GSA—General Services Administration

HNA—Host Nation Approval

HQ AFCA—Headquarters Air Force Communications Agency
HQ AFCIC—Air Force Communications and Information Center
HQ SSG—Headquarters Standard System Group
ID—Identification
ID3—International Direct Distance Dialing
INMARSAT—International Maritime Satellite
JCS—Joint Chiefs of Staff
LAN—Local Area Network
MAJCOM—Major Command
MOP—Memorandum Of Policy
MRC—Monthly Recurring Charges
NCS—National Communications System
NIPRNET—Non-secure Internet Protocol Router Network
NRC—Nonrecurring Charges
NS/EP—National Security/Emergency Preparedness
OCONUS—Outside the Continental United States
PDC—Program Designator Code
PMO—Program Management Office
POC—Point Of Contact
RAS—Requirements Review Board
RFS—Request For Service
SAM—Status of Acquisition Message
SDP—Service Delivery Points
SF—Standard Form
SIPRNET—Secret Internet Protocol Router Network
SSM—Single System Manager
STU—Secure Telephone Unit
TSO—Telecommunications Service Order
TSP—Telecommunications Service Priority
TSR—Telecommunications Service Request
TSRE—Telecommunications Service Request Editor
URDB—User Requirements Data Base

USAF—United States Air Force

USOC—Uniform Service Ordering Code

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Attachment 2**REQUEST FOR SERVICE (RFS) ITEMS REQUIRING SPECIAL ATTENTION**

A2.1. The DISA DSC Requirements. The DISA DSC emphasizes the need for accuracy of the data contained in these RFS areas:

A2.1.1. Items 106A and B--Operational Service Date and Requested Commercial/Government Furnished Equipment Service Date. See DISA Circular 310-130-1 to determine the lead times you need for these items. The lead time begins at the time a technically sufficient request is received by the responsible DISA agency, not to the DISA DSC or the responsible MAJCOM. Allow one week for DISA DSC to process a technically sufficient RFS (and more time if the RFS is incomplete or incorrect) in addition to whatever time the responsible MAJCOM requires. If you submit the RFS without sufficient lead-time, the DISA DSC adjusts the lead time before sending the TSR to DISA. **EXCEPTION:** Those RFSs requesting NS/EP provisioning or authorizing overtime and expediting charges in Item 118.

A2.1.1.1. DISA responds to requests for DISN bandwidth allocation or other non-complex network services that do not require special provisioning (e.g., leased tail segments and additional equipment) as close to the service request date as possible after it receives a funded TSR. The DISA DSC works closely with the MAJCOM, DISA, and the customer to provision service.

A2.1.1.2. To process non-DISN service requests and requests for DISN services that also require special provisioning, such as leased tail segments, follow the procedures in DISA Circular 310-130-1, as supplemented.

A2.1.2. Item 409--This item designates the organization to accept service on behalf of the government. The organization is known as a CMO or a circuit control office. Circuit control offices are usually assigned and are offices that have local or remote testing capability, such as a Technical Control Facility. CMOs are assigned when testing facilities are not within the circuit path. The decision of assigning a circuit control office or CMO is important. Coordinate with the respective organization, especially CMO. The office selected should have knowledge of the requirement, of the RFS/TSR process and its paperwork, of the responsibilities involved with accepting service, and of the procedures for submitting completion reports.

A2.1.3. Item 410--Demarcation Point for Interface of Government-Owned Segments with Leased Segments. The commercial vendor terminates its portion of a circuit or service at the demarcation point. For all locations where the government provides Item 437, Customer Premise Inside Wire Installation (CPIWI) (e.g., CPIWI-NO), you must specify a demarcation point in Item 410. Provide building number, room number, and POC, by name and phone number, who can assist the vendor with termination information such as block, pin, and jack numbers. You must include demarcation points on all requests for FTS 2000 and DSN service.

A2.1.4. Item 414--Connection Approval is required for all equipment capable of being connected to the Public Switched Network or Public Switched Telephone Network, regardless of whether the equipment is connected or not. However, in completing an RFS, list only the equipment being connected directly to the circuit. All circuits terminating outside the CONUS require Item 414 completion. The CA for equipment at both ends of the circuit is listed in Item 414.

A2.1.5. Item 416--Cost Threshold. You must calculate a cost threshold on all RFSs that involve billed costs, including nonrecurring charges (NRC) for installation and equipment, and monthly recurring charges (MRC) for lease and maintenance. On RFSs for discontinuance of a circuit or service, enclose the cost figures in parentheses to denote cost savings. When you submit an RFS in one fiscal year with a requested service date in the next fiscal year, include both the NRC and the MRC, as applicable, and the statement in Item 417, "These costs were included in our command's FYXX Financial Plan." Circuits installed under NS/EP procedures are exempt from this requirement. The Air Force makes every effort to estimate cost data to ensure availability of sufficient funds. However, cost is not a consideration when invoking emergency or essential NS/EP procedures.

A2.1.6. Item 417--Remarks. For this item you must identify the document that authorizes the expenditure of funds and validates the operational necessity. You may cite any approval document, such as an approved project support agreement, program management directive, or message reference for downward-directed programs.

A2.1.7. Item 433--Removing Leased Equipment. You must complete this item on all change or re-award RFSs that call for the removal of leased equipment. List all leased equipment you are returning to the vendor. List as much information as possible to identify the equipment, including uniform service ordering codes (USOC) and separate maintenance options.

A2.1.8. Item 434--Relocating Leased Equipment. You must complete this item on all change RFSs that relocate leased equipment. List the nomenclature, model, or USOC for the leased equipment you are relocating.

A2.1.9. Item 503--If equipment terminating the circuit is installed outside the CONUS, it requires a HNA before installation. Enter the organization granting HNA and the date approval was granted. If some other kind of approval is required before installing the circuit, i.e., CJCSI 6215.01, approval for DSN service, enter the document that granted the approval and the date the approval was granted.

Attachment 3**NATIONAL SECURITY AND EMERGENCY PREPAREDNESS (NS/EP) PROCEDURES AND
TELECOMMUNICATIONS SERVICE PRIORITY (TSP)**

A3.1. NS/EP. The Air Force uses NS/EP communications services to maintain a state of readiness or to respond to and manage any local, national, or international crisis that causes or could cause injury or harm to the population, damage to or loss of property, or degrade or threaten the NS/EP posture of the United States. NS/EP provisioning applies to any common carrier within the 50 states, Puerto Rico, Guam, the Virgin Islands, and for DISN systems overseas. It does not apply to foreign telecommunications carriers. The sovereignty of foreign nations prohibits the use of NS/EP on the foreign portion of the circuit. Obtain expedited service dates in the European Theater by identifying and justifying “emergency” or “urgent” operational requirements to HQ USAFE/SCC, for validation before submitting the RFS. NS/EP requirements fall into two categories:

A3.1.1. Emergency. Emergency NS/EP requirements are so critical service is needed at the earliest possible time, without regard to cost. DISA Circular 310-130-1 contains a detailed description of emergency service.

A3.1.1.1. Essential. Essential NS/EP communications are those so critical that service is requested by a specified date, disregard to cost, and the date is not achievable without invocation of NS/EP. DISA Circular 310-130-1 contains a detailed description of essential service.

A3.1.2. “Invoking NS/EP” refers to notification from an invocation official to a service vendor that a service is so vital it is needed expeditiously. The MAJCOM and the DISA DSC convey this invocation to the vendor through DITCO by means of a service order that contains a provisioning priority in the TSP authorization code issued by the TSP program office.

A3.1.3. TSP System.

A3.1.3.1. The TSP system provides a means for users to obtain priority treatment of their NS/EP services. This priority treatment consists of priority provisioning (starting new service) and restoration of services with TSP assignments. There are two major benefits to using the TSP system:

A3.1.3.1.1. A user with a critical need for a new NS/EP service can get it installed as soon as possible.

A3.1.3.1.2. A user's existing services with TSP restoration priorities are “pre-positioned” with service vendors. In the event of an outage, the vendor already knows which services to restore first. The TSP program office provides TSP assignments via the RFS process.

A3.1.3.2. See NCS Directive 3-1, NCS Manual 3-1-1, and DISA Circular 310-130-4 for additional information about TSP.